

**Minutes of the Executive Committee**  
**Monday, February 6, 2006**

Chair Dwyer called the meeting to order at 8:35 a.m. and led the committee in the Pledge of Allegiance.

**Present:** County Board Supervisors Jim Dwyer (Chair), Duane Paulson, Pat Haukohl, Walter Kolb, Dick Manke, Bill Mitchell, Duane Stamsta.

**Also Present:** WCFLS Director Tom Hennen, Land Resources Manager Perry Lindquist, Internal Audit Manager Lori Schubert, Principal Internal Auditor Jackie Siewert, Chief of Staff Lee Esler, Office Services Coordinator Windy Jicha, Library Services Coordinator Claudia Backus, Senior Financial Analyst Andy Thelke, Director of HHS Peter Schuler, Deputy Director of HHS Don Maurer, Administrative Services Manager Russ Kutz, Supervisor Rodell Singert.

**Correspondence**

Dwyer distributed and reviewed the list of correspondence. He said Supervisors should request copies of the listed items from Jicha.

**Reconsider the Minutes of December 19, 2005**

MOTION: Stamsta moved, Haukohl second, to reconsider the minutes of December 19, 2005. Motion carried 7-0.

MOTION: Paulson moved, Haukohl second, to approve the reconsidered minutes of December 19, 2005. Motion carried 7-0.

**Approve the Minutes of January 16, 2006**

MOTION: Manke moved, Haukohl second, to approve the minutes of January 16, 2006. Motion carried 7-0.

**Discuss and Consider Ordinance 160-O-109: Endorse the Receipt and Expenditure of Federal Funds for Seniors with Hearing Loss Grant and Modify the Federated Library Systems 2006 Budget**

MOTION: Manke moved, Mitchell second, to approve 160-O-109.

Hennen said this ordinance modifies the 2006 WCFLS State Aids and Federal Funds special revenue fund budget by authorizing the acceptance of \$18,550 in 2006 through the WI State Department of Public Instruction. The ordinance modifies the 2006 Adopted Budget by increasing both intergovernmental revenues and operating expenses by \$18,550 each. The funding will be used on a one-time basis to increase the capacity of local libraries in meeting the needs of seniors, specifically those that are deaf or hard of hearing. The grant has no impact on the county levy.

Mitchell asked what would money budgeted for equipment purchase? Backus said this money will pay for interpreters and computer experts for the computer lab. Mitchell asked is money budgeted for training to be used for training seniors or staff? Backus said it will cover training for both groups and pay for contract help for printing and graphic art services to make large print advertisements.

Motion carried 7-0.

**Discuss and Consider Ordinance 160-O-110: Endorse the Receipt and Expenditure of Federal Funds Baby Brain Boost Grant and Modify the Federated Library Systems 2006 Budget**

MOTION: Haukohl moved, Stamsta second, to approve 160-O-110.

Hennen said this ordinance modifies the 2006 WCFLS State Aids and Federal Funds special revenue fund budget by authorizing the acceptance of \$19,640 in 2006 grant funds from the Federal Library Services Technology Act (LSTA) administered and passed through the WI State Department of Public Instruction. The ordinance increases both intergovernmental revenues and operating expenses by \$19,640 each. The grant will be used to promote literacy by focusing on children ages zero to three and their parents and caregivers. The grant does not affect the county levy and will not increase the number of staff.

Kolb asked what happens when the grant ends? Hennen said his staff will continue to apply for grant funds.

Motion carried 7-0.

**Discuss and Consider Ordinance 160-O-108: Adopt Forfeiture Schedule for Citations Issued for Violations of the Storm Water Management and Erosion Control Ordinance**

MOTION: Paulson moved, Haukohl second, to approve 160-O-108.

Lindquist said this ordinance adopts the forfeiture schedule for citation issues for violation of the adopted County Storm Water management and Erosion Control ordinance. The ordinance provides fines and court fees that vary based on the type of violation and range from \$373 to \$873.

Haukohl asked how were the citations amounts determined? Does Land Use get any money from the fines? Lindquist said to determine the citation amounts they stayed within the guidelines of the ordinance and state regulations. The money collected goes to the Circuit Court budget. The fines shouldn't be an incentive for staff to issue more citations.

Motion carried 7-0.

**Discuss and Consider the 2006 Audit Plan**

Schubert discussed the 2006 - 2008 Audit Plan. Audit scopes for individual projects will be presented to the Executive Committee for approval prior to each audit. The Sheriff's Department – Cash Operations audit was added to accommodate a request by the department. The scheduling of the End User Technology Fund and the Contracts/Consulting Services audits have been reversed in 2006 to better accommodate department activities and a planned staff retirement. The following audits have been added to the end of the plan but not yet scheduled: Consolidated Dispatch Center, procurement card usage and cell phone usage.

Paulson asked will the Consolidated Dispatch Center audit be conducted after the new procedures are implemented? Schubert said the audit will not be conducted until at least 2008.

Haukohl said she would like to see an audit of Information Systems projects including the prioritization of projects. Schubert said if the committee wants, the work plan can be changed to add such a project or the content could be scheduled in lieu of the planned technology audit. The earliest we could do that audit would be mid 2007 which would allow time for the department to prepare. Schubert said a similar audit was conducted in 1995 and she will provide committee members copies of the report. Dwyer said it would be a good idea for the committee to read the report to see if all follow-up has been completed.

Esler said the state is auditing their computer systems, which could indicate some drop down effect for the county.

Dwyer said the committee could approve the 2006 audit plan now and then mid-year (2006) address the 2007 - 2008 parts of the audit plan.

MOTION: Haukohl moved, Stamsta second, to approve the 2006 Audit Plan. Motion carried: 7-0.

### **Discuss and Consider the DHHS Contract Procedures Audit**

Schubert explained that the scope of the audit was to evaluate the system of controls over the contract procurement process within DHHS including a review of the contracting process, payments and related systems. Schubert reviewed contracting procedures as outlined in pages six through 11 of the audit.

Paulson asked if the auditors took into consideration that an agency like Lutheran Social Services (LSS) puts money into their programs and if the county bids that project, LSS's financial input could go away? Schubert said this is addressed in the audit. There are only a small percentage of DHHS contracts that could be bid. It is very important to make the distinction that some programs cannot or should not be bid for the wellbeing of our customers. We need to determine which programs can be bid on and not cause harm to the department, financials or customers.

Esler said 53% of DHHS contracts are less than \$50K. According to county bidding processes, contracts under \$50K do not need to be bid on. The state also has regulations for bidding. Esler asked for specific examples of larger contracts. Schubert said most larger contracts are like LSS and provide a multiple of programs and services. She would not recommend bidding out that type of project. She wouldn't recommend bidding out residential treatment/care facility contracts. The largest four to five contracts don't have the potential for bidding. Schubert said department staff needs to define what services are not practical to bid on. You need to take into account client wishes and the potential disruption to clients' well being especially in the mental health area.

Schuler said we are moving people through levels of care as their conditions improve. As people improve they move to independent living with in house visits from care providers. It would be difficult to tell if someone's condition is progressing if they were moved to different facilities frequently.

Maurer said we ask vendors for their rates annually. Sometimes we go back and tell vendors we are not able to pay that amount. Some programs that have state established rates. Schuler said in some instances it costs less to hire a staff person than it does to contract out for services. By hiring a psychiatrist at the Mental Health Center, we saved 22%.

Schubert said the report contains six recommendations to improve the controls over services purchased by the department including: maintaining adequate documentation of annual vendor negotiations, expanding the use of economic interest statements, reviewing products and services purchased and determining which areas may be improved by competitive bidding, utilizing competitive bidding when purchasing new types of services, developing an up-to-date set of written procedures related to the contract process and ensuring compliance with current contracting procedures involving insurance documents and state required funding detail sheets. Next Schubert reviewed the surveys of other counties and mandated program analysis sections of the report (pages 12 through 19 of the audit).

Maurer and Schuler commended Schubert and Siewert on the excellent job they did on the audit. Schuler said the recommendations in the report are reasonable and the department will do its best to meet the

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timelines we have established. We will talk with other counties referenced in the report to see what we can learn.

MOTION: Stamsta moved, Haukohl second, to approve the DHHS Contract Procedures Audit and to refer it to the HHS Committee and Board. Motion carried 7-0.

### **Legislative Update**

Krahn distributed and discussed a handout titled 2005 State Legislation dated February 6, 2006. Krahn briefly reviewed the following bills: AB 15, AB 129, AJR 40, AB 152, AB 268, AB 326, AB 299, AB 483, AB 509, AB 536, AB 620, AB 680, AB 726, AB 830, AB 857, AB 871, AB 902, AB 924, SB 5, SB 21, SB 128, SB 132, SB 146, SB 253, SB 272, SB 273, SB 283, SB 275, SB 465 and SB 475.

Singert wanted a letter written to the Waukesha County delegation in regards to Waukesha County's position against AB 15. Krahn said all nine in our delegation voted against the bill. Dwyer said he and Haukohl would discuss the county's position with legislators at the WCA Legislative Exchange February 7 and 8 in Madison.

### **Discuss and Consider 160-A-026: Appointment of Jeffrey Steliga to the Federated Library Board**

MOTION: Manke moved, Mitchell second, to approve Appointment 160-A-026. Motion carried 7-0.

### **Committee Reports by Committee Chairs for the Following Meetings**

This item was not discussed.

MOTION: Stamsta moved, Manke second, to adjourn the meeting at 12:10 p.m. Motion carried 7-0.

Respectfully submitted,

Walter L. Kolb  
Secretary